STEPS:

1. Understand the Prompt
   1. Make sure that you know exactly what you are supposed to write about
   2. Make sure you know who your audience is
2. Pre-Writing
   1. Brainstorm ideas to write about
   2. Choose the topic that you can write about best
   3. Draw and complete a web organizer (Topic, Main Details 1,2,3, and Supporting Details 1,2,3)
3. Write your Rough Draft
   1. Remember to skip lines
   2. Write your three body paragraphs, an introduction, and a conclusion
   3. Use transition and order words as well as interesting, vibrant words
   4. Put it all together in a 5 paragraph essay (letter, etc.)
4. Revise and Proofread
   1. Revise: Look for ways to improve your writing
      1. Better words
      2. Figurative language
      3. More details
      4. Better description using your five senses
      5. Specific examples- be specific to be terrific!
   2. Proofread/ Edit- Check for errors:
      1. Spelling
      2. Sentence structure
      3. Grammar
5. Final Draft
   1. Neatness counts!
   2. Include the changes you made while revising
6. Last check before turning it in.
   1. Read your essay out loud to check for mistakes and ways to improve your writing.